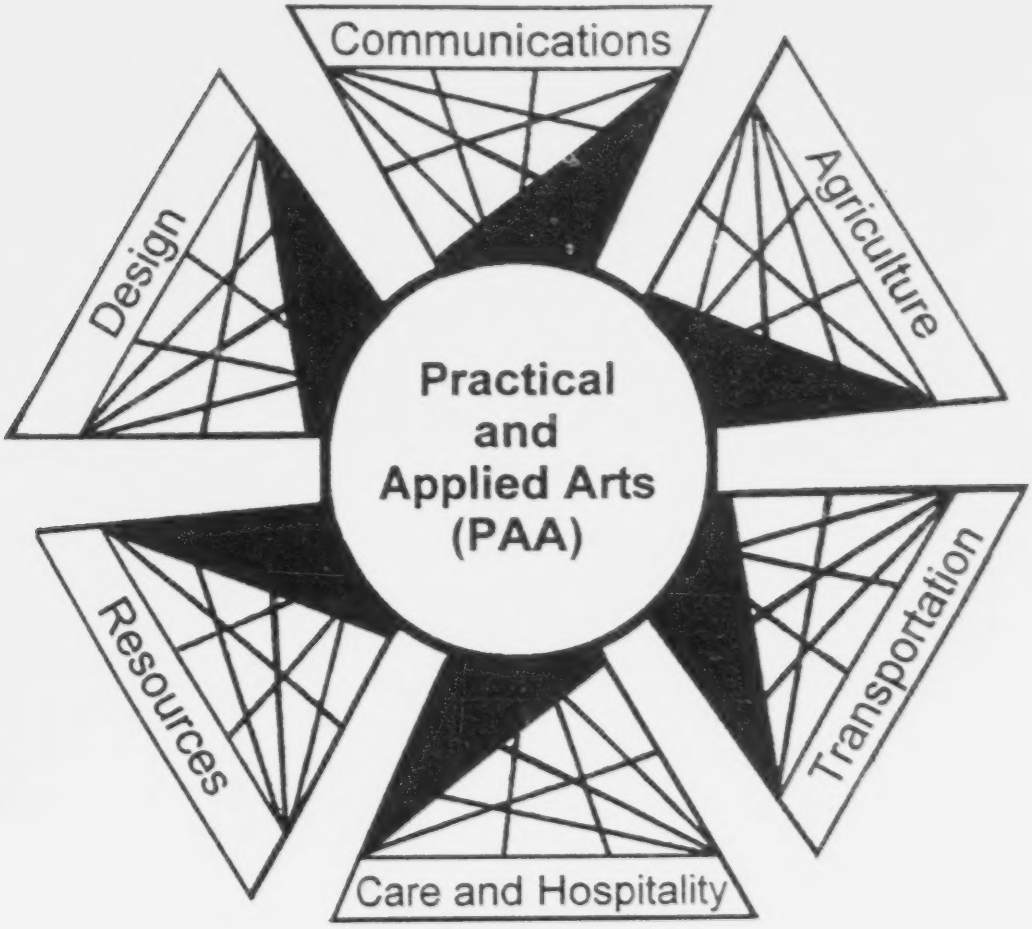
Saskatchewan
Learning

Accounting 10, 20, 30: An Initial List of Implementation Materials



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Accounting 10, 20, 30: An Initial List of Implementation Materials

Prepared by:
Instructional Resources Unit
Curriculum and Instruction Branch
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Foreword

This publication lists learning resource materials that have been evaluated by Saskatchewan educators and are considered appropriate to support Accounting 10, 20, 30. The purpose of this list is to provide teachers with suggested starting points for building a wide range of suitable instructional materials.

These titles are offered only as suggestions; teachers are encouraged to investigate other applicable resources and to select additional suitable materials.

This document is also available on the Saskatchewan Learning website at the following address:

http://www.sasked.gov.sk.ca/curr_inst/iru/paabibs.html **or** http://www.sasked.gov.sk.ca/docs/paa.html

Resource-based Learning

The items listed are intended to promote the philosophy of resource-based learning, in which the students gain knowledge and understandings by accessing a variety of resources or from instructional approaches. This multi-resource approach provides students with opportunities to interact with a wide range of current materials to suit varied learning styles.

Teachers are reminded that resource-based courses of study can be enhanced through the use of additional materials such as the following:

- newspapers and magazines
- pamphlets, brochures, television and radio programming
- environmental print, such as posters
- Internet sites
- public library collections.

It is important that human resources be accessed as well. Every community has capable people who can enrich educational experiences.

Background Review: Selection Policy and Criteria for Selection

This list provides suggestions for resources; however, it remains the responsibility of classroom teachers, in consultation with teacher-librarians, to preview and select materials. Selection should be based on the objectives and philosophy of the curriculum guidelines, students' interests and abilities, students' prior knowledge and experience and the interests or needs of the community.

As well, material should be considered in terms of the following characteristics:

- literary quality
- cultural relevance and accuracy
- country of origin
- equity regarding gender, abilities, age and race
- accuracy
- ease of reading
- relevance to current issues
- adaptability.

Each school division is responsible for developing its own materials selection policy in order to address the particular needs of students and teachers in that division. Materials should be chosen in accordance with the school division's materials selection policy. Several Saskatchewan Learning publications formerly available from Saskatchewan Learning Resources Distribution Centre **(LRDC)** provide further assistance in the selection process. These include the following:

Diverse Voices: Selecting Equitable Resources for Indian and Métis Education, 1992 - suggests strategies for recognizing and dealing with bias in resources.

Indian and Métis Education Policy From Kindergarten to Grade XII, 1995 - provides rationale and guidelines for integrating Indian and Métis materials into curricula.

Learning Resource Centres in Saskatchewan: A Guide for Development, 1988 - provides guidance for developing a selection policy and suggests criteria for selection.

Multicultural Education and Heritage Language Education Policies, 1994 - provides a rationale for integrating multicultural materials into curricula.

Selecting Fair and Equitable Materials, 1991 - suggests strategies useful for recognition of bias and stereotypes.

Please note that LRDC closed effective March 31, 2003. Educators who need assistance acquiring Saskatchewan Learning materials should contact 787-5987.

Analyzing Present Resources

This list should be cross-referenced with the school resource centre catalogue in order to identify suitable resources already present in the school library collection.

The Media Index and the Index of Suggested Uses are useful checklists for identifying resources already present in the school library collection. Teachers may use these indexes to ensure a balance of print and non-print resources within each module.

Materials in the present collection should be assessed based on the needs of the course, the community, the students and teachers.

Resource needs not met by the present collection could be identified by the teachers and teacher-librarian working together. Some materials may be useful for several grade levels. Teachers are encouraged to coordinate materials selection at the school or school division level.

Previewing Resources

Teachers and teacher-librarians are urged to preview materials carefully before suggesting them for classroom use, and they are advised to refer to their school division's selection policy for guidance in making choices about materials.

If schools have not been able to preview the materials prior to purchase, it is advisable to order only one copy to review before placing orders for multiple copies. Return policies vary from company to company, but if inappropriate materials have to be returned, they must be in saleable condition.

Purchasing Resources

Schools interested in purchasing resources from this list should order them from the distributors cited in the distributor directory.

Prices quoted are subject to change and do not include taxes, but will serve as a guide to approximate costs.

Online Databases of Periodicals and Newspapers: Infotrac, Canadian Newsstand Dailies and CBCA/ Repère

Saskatchewan Learning offers a number of online databases for periodicals and newspapers. Online databases are a powerful tool to assist teachers with the integration of technology into teaching and learning. The databases provide teachers and students with access to **both current and archived information** on any given topic/subject area.

Canadian content is featured in ***Canadian Business and Current Affairs (CBCA/Repère-French)***, Infotrac's ***Canadian Periodical Index Quarterly (CPI.Q)*** and **Proquest's Canadian Newsstand Dailies.** The databases are located at the following address:

http://www.sasked.gov.sk.ca/docs/databases.html

To access the online databases, educators need to click on their region and enter the appropriate password. If they need the password, they should contact the teacher-librarian, local Resource-based Learning Consultant or Saskatchewan Learning at (306) 787-8621.

Internet Sites

Saskatchewan Learning is providing a forum through its homepage on the World Wide Web for teachers to share educationally appropriate Internet sites.

If teachers wish to suggest new Internet sites or evaluate websites that have been suggested by other teachers, they may do so at the following address:

http://www.sasked.gov.sk.ca/cgi-bin/urldb/urlreview

Information on sites that are highly recommended will be shared with teachers. Saskatchewan Learning will list the sites recommended for curriculum support at the following address:

http://www.sasked.gov.sk.ca/cgi-bin/urldb/urlsearch

Saskatchewan Learning also provides links to other provincial and territorial education websites at the following address:

http://www.sasked.gov.sk.ca/curr_inst/tech/links.html

The discussion area for Practical and Applied Arts (PAA) can be found at the following address:

http://www.sasked.gov.sk.ca/docs/discussion.html

Examples of Appropriate Internet Sites

If teachers are unsure about the reliability of the information found at a website, they should compare the author's claims and evidence with other sources with which they are familiar. When in doubt, teachers should choose only the sites that list the authors' and/or contributors' names along with the title. If the site does not identify contributors and authors, the information found at the site might not be reliable.

The following Internet sites provide a very brief overview of what is available. It is recommended that a careful screening and evaluation of each site be undertaken prior to using it. These sites were checked for availability on February 21, 2003.

Aboriginal Youth Network
http://www.ayn.ca/band_lifestyles.htm

Accountants World
http://www.accountantsworld.com

Accounting Terminology Guide
http://www.nysscpa.org/terminologyguide/main.htm

Analyzing Company Reports - Understanding Balance Sheets
http://www.ameritrade.com/educationv2/html/learning/ubalsheets.html

Authentic Workplace Materials
http://www15.hrdc-drhc.gc.ca/awm/default.asp

Canadian Institute of Chartered Accountants
http://www.cica.ca/cica/cicawebsite.nsf/public/homepage

Career Awareness
http://www.hrdc.gc.ca/career

Careers in Accounting
http://www.careers-in-accounting.com/

Essential Skills: Skills for Life Learning and Work
http://www15.hrdc-drhc.gc.ca/english/esp.asp

Forensic Accounting Demystified
http://www.forensicaccounting.com/home.html

Human Resources Development Canada
http://www.hrdc.gc.ca/common/home.shtml

Introduction to Accounting in Canada
http://accountingeducation.com/library/library199.html

Ready for Work
http://www.readyforwork.sk.ca

Saskatchewan Assessment Management Agency
http://www.sama.sk.ca/

Saskatchewan Human Rights Commission
http://www.gov.sk.ca/shrc/

Saskatchewan Labour
http://www.labour.gov.sk.ca/

Saskatchewan Labour – Health and Safety Video Catalogue
http://www.labour.gov.sk.ca/safety/video/

Saskatchewan Workers' Compensation Board
http://www.wcbsask.com/

SaskNetWork Site
http://www.sasknetwork.gov.sk.ca

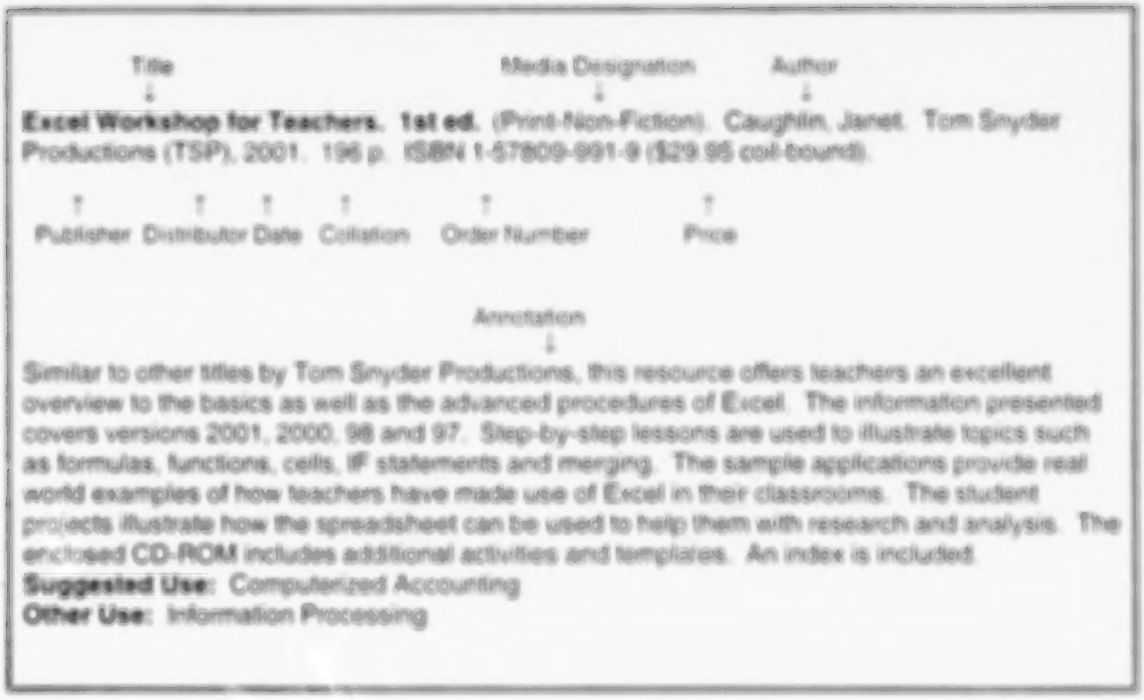
Virus Alert

When downloading files and applications, Internet users should be aware of the danger of viruses. Downloaded files and applications should always be scanned using an anti-virus utility. It is also advisable to purchase updates to the anti-virus utility regularly. These updates identify the new viruses as well as the old.

How to Use the Initial List

Titles and Descriptions

An example of a citation for print follows:


Title
Media Designation
Author
Excel Workshop for Teachers. 1st ed. (Print-Non-Fiction). Caughlin, Janet. Tom Snyder Productions (TSP), 2001. 196 p. ISBN 1-57809-991-9 ($29.95 coil-bound).
Publisher
Distributor
Date
Collation
Order Number
Price
Annotation
Similar to other titles by Tom Snyder Productions, this resource offers teachers an excellent overview to the basics as well as the advanced procedures of Excel. The information presented covers versions 2001, 2000, 98 and 97. Step-by-step lessons are used to illustrate topics such as formulas, functions, cells, IF statements and merging. The sample applications provide real world examples of how teachers have made use of Excel in their classrooms. The student projects illustrate how the spreadsheet can be used to help them with research and analysis. The enclosed CD-ROM includes additional activities and templates. An index is included.
Suggested Use: Computerized Accounting
Other Use: Information Processing

The abbreviation **hdc.** denotes hardcover edition; **pbk.** denotes paperback edition.

The abbreviation **unp.** denotes unpaged; **n.d.** denotes that no copyright date is available.

ISBN denotes the International Standard Book Number, usually the order number.

Dup. is an abbreviation indicating that a video is available for duplication from **Media Group**.

(CAN) indicates that a Canadian contributed to the development of the resource or that it includes Canadian content.

(SK) indicates that a Saskatchewan person contributed to the development of the resource or that includes Saskatchewan content.

Suggested Use provides suggestions for the modules that the resource best supports.

Unless suggested for use as a teacher reference, all resources are appropriate for students.

Other Use indicates the other subject area(s) and level(s) that the resource **has previously been recommended** for in Saskatchewan Learning bibliographies.

Currently Out of Print but Still Useful Resources

The titles in this section are currently out of print, but may be found in many school libraries. The following website may be useful when trying to locate out-of-print titles: www.abebooks.com

A Short List of Recommended Titles

These titles represent a starting point to support resource-based learning in accounting.

Index of Suggested Uses

Titles are listed alphabetically according to the modules that they best support. Teacher references and general reference materials are also included in this index.

Media Index

Titles are listed alphabetically under each media designation.

Distributor Directory

The abbreviations enclosed in parentheses following the publisher or producer represent the distributor. The full names, addresses (including e-mail and websites where available), fax and phone numbers of these companies are given in this section. Please note that some distributors provide a toll-free phone number.

Titles and Descriptions

Accounting 1. 6th ed. (Print-Non-Fiction). Syme, George and Ireland, Tim. Prentice Hall Inc. (PRN), 2002. 792 p. ISBN 0-13-092332-X ($65.95 hdc.).

(CAN) While many accounting resources are written for Post-secondary Level students, this one has been written specifically for Canadian high school students. This one-volume work provides excellent coverage of most accounting areas. The role of accounting in business, balance sheets, ledgers, journals, postings, the accounting cycle and cash control are all covered. Information is also provided on merchandising businesses, payroll accounting and how to modify accounting systems. Case studies, career profiles, sample exercises, references to Simply Accounting and discussion questions are found in each chapter. An index and a glossary are included.
Suggested Use: General; Survey Course - Secondary Level

Accounting: The Basis for Business Decisions: Volumes 1 and 2. 8th Canadian ed. (Print-Non-Fiction). Meigs, Robert F., et al. McGraw-Hill Ryerson Limited (MHR), 1999. 1100 p. ISBN 0-07-560922-3 ($99.95 set).

(CAN) This is an excellent resource for use in all three grades. While the information provided is very comprehensive, it is intended for the generalist who will be able to make better decisions with a basic understanding of accounting principles. There is an emphasis on managerial accounting. Each chapter ends with a review and practical problems to solve. An index is included.
Suggested Use: General; Teacher Reference

Accounting: Volumes I-III. Canadian 5th ed. (Print-Non-Fiction). Horngren, Charles T., et al. Prentice Hall Inc. (PRN), 2002. Order numbers follow:

Volume I
ISBN 0-13-139752-4 ($48.41 pbk.)
Volume II
ISBN 0-13-039763-6 ($48.41 pbk.)
Volume III
ISBN 0-13-089695-0 ($48.41 pbk.)
Volumes I - III
ISBN 0-13-039765-2 ($103.65)

(CAN) Although written for Post-secondary Level students, this book would also be an excellent teacher resource for additional information and teaching ideas. The 26 chapters are divided into three volumes for easier handling. Volume 1 examines the basic structure of accounting, accounting for assets and liabilities and also includes a section about careers in accounting. Volume 2 discusses corporate transactions and analysis of accounting information, while Volume 3 looks at management accounting, internal decision making and long-term decision making. Each chapter begins with objectives, contains supplementary materials such as web links and case studies from CBC *Venture* and concludes with a summation and several exercises for further study. Colour photographs, charts and graphs are used throughout this well-laid-out resource. An index and a glossary are included.
Suggested Use: General; Teacher Reference

Accounting Principles: Volumes 1-3. Canadian ed. (Print-Non-Fiction). Weygandt, Jerry J., et al. John Wiley & Sons Canada, Ltd. (WIL). Order numbers follow:

Volume 1
ISBN 0-470-83167-7
2002 ($51.95 pbk.)
Volume 2
ISBN 0-470-83168-5
2002 ($47.95 pbk.)
Volume 3
ISBN 0-471-64254-1
1999 ($43.95 pbk.)
Volumes 1-3
ISBN 0-471-64352-1
($104.95 set)

(CAN) The goal of this resource is to create a student friendly book that provides a link

between accounting principles, student learning and the real world. It is not just intended for future accountants, but it attempts to make the subject matter relevant to a student's personal life by providing information about credit, investments, loans and taxes. The three separate volumes examine all areas of accounting in a well-laid out-format. Each chapter begins with learning objectives and contains review sections along with activities for further study. Web links, photographs, case studies, charts and graphs are used to supplement the well-written text. An index is included.

Please note that Volumes 1 and 2 are the second Canadian edition, published in 2002. Volume 3, which deals with managerial accounting, is a first edition, published in 1999.
Suggested Use: General; Teacher Reference

Agribusiness: Decisions and Dollars (Print-Non-Fiction). Elliot, Jack. Delmar Publications (NEL), 1998. 330 p. ISBN 0-8273-6729-5 ($55.00 hdc.).

Good farm accounting has become even more important in the global economy. This American resource provides a very thorough discussion of all the tools that farmers will need for good financial management. A particular strength of the resource is its use of forms to track all the information that a farmer must have and be able to process, in order to be successful. An index and a glossary are included.
Suggested Use: Agricultural Accounting
Other Use: Agriculture

Blueprint for Life/Work Designs. Rev. ed. (Print-Non-Fiction). Redekopp, Dave. The National Life/Work Centre (NLW), 2000. unp. No order number is required. ($20.00 binder).

(CAN) This resource addresses the need for high quality career development programs for youth by providing specific guidelines that list competencies considered important to develop throughout one's life/work building process. The competencies cover the areas of personal management, learning and work exploration, and life/work building. Indicators that describe more specific outcomes in terms of knowledge skills and attitudes are also provided. *Blueprint* provides a theoretical framework for the work study and career modules in all practical and applied arts curricula.

In addition to this package, there is *Blueprint for Life/Work Designs: The Quick Reference Guide.* This information is also accessible through a website at: http://www.lifework.ca/blue_2000/pr_blue_draft.htm.
Suggested Use: Career Opportunities; Work Study; Teacner Reference
Other Use: All PAA Curricula

The Canadian Legal Guide for Small Business. 1st ed. (Print-Non-Fiction). Swais, Nishan. Self-Counsel Press (SEL), 1999. 253 p. ISBN 1-55180-244-9 ($24.95 pbk.).

(CAN) Although this is a self-help resource aimed at owners of small businesses, the information in the book is quite useful to students as well. Concise and easy-to-read information can be found on topics such as contracts, insurance, patents, consumers and employees. Sample agreements, checklists and business documents are included.
Suggested Use: Banking; Partnerships; Survey Course - Secondary Level
Other Use: Entrepreneurship; Law 30

Carita Dance Academy: An Accounting Simulation (Kit). Zwicker, Carol. Blue Sky Publishing (BSK), 1996. ISBN 1-896421-10-5 ($23.85 kit).

(CAN) Similar to other practice sets/simulations, this resource can be used with students to duplicate the skills and knowledge that are needed to run a small service business. All of the necessary raw data is provided in order to maintain the journals and ledgers as well as to reconcile bank accounts.
Suggested Use: Service Firms

Century 21 Accounting. 7th ed. (Print-Non-Fiction). Ross, Kenton E., et al. South-Western Publishing Co. (NEL), 2000. 690 p. Multicolumn Journal - ISBN 0-538-67694-9 ($69.00 hdc.). Multicolumn Journal Introductory Course - ISBN 0-538-67695-7 ($55.00 hdc.).

The layout and colourful graphics used in these resources have resulted in excellent accounting books that are appealing to use. The complete book offers three accounting cycles (service, merchandising and corporation) while the introductory book offers only the first two cycles. All aspects of accounting are covered in the books, and the case studies introduce businesses that will appeal to students. Each chapter is divided into several short, accessible lessons that cover one or two concepts. An index and a glossary are included.

One drawback is the lack of Canadian content in these American resources.
Suggested Use: General; Teacher Reference

Century 21 Accounting: Advanced. 7th ed. (Print-Non-Fiction). Ross, Kenton E., et al. South-Western Publishing Co. (NEL), 2000. 681 p. ISBN 0-538-67746-5 ($67.00 hdc.).

This American resource builds on the topics that were introduced in the first year course volume and adds new topics related to management accounting, cost accounting, not-for-profit accounting and financial analysis. The other topics covered include departmentalized accounting, accounting control systems and general accounting adjustments. The layout is very student friendly and the book generally presents a view that accounting is interesting, upbeat and exciting. Diverse activities are presented in each chapter. The use of colour photographs, drawings and graphs add to the book's appeal. An index and a glossary are included.
Suggested Use: General; Teacher Reference

Compu-Keys Computer School: An Accounting Simulation (Kit). Zwicker, Carol. Blue Sky Publishing (BSK), 1998. ISBN 1-896421-12-1 ($26.50 kit).

(CAN) Similar to other accounting simulations, this kit puts students into the situation of being the accountant who has to process the transactions and produce a financial statement. All of the documents including cheque stubs, deposit book and bank statements have been supplied from the first two months of business. The journals and ledgers need to be maintained; accounts need to be reconciled and period-end adjustments need to be made.
Suggested Use: Service Firms

Employability Skills Toolkit for the Self-Managing Learner (Print-Non-Fiction). The Conference Board of Canada (MHR), 2000. ISBN 0-07-087847-1 ($79.95 binder).

(CAN) The five modules within this practical resource are designed to help students develop and use the skills they need to enter into and progress within the world of work. The modules include information on knowing yourself, identifying and reflecting upon personal skills as well as practising and marketing these skills. The step-by-step layout and the use of charts make this resource very user friendly.

Background information on the toolkit can be obtained online at http://www.conferenceboard.ca/nbec/toolkit.htm.
Suggested Use: Work Study
Other Uses: All PAA Curricula

Essential Skills/Compétences Essentielles: Skills for Life, Learning and Work (CD-ROM). Human Resources Development Canada (NAD), 2000. No order number is required. ($10.00).

(CAN) Developed by Human Resources Development Canada, this resource can provide some excellent answers to students who are wondering about future careers and the skills they will need. Skills such as

reading, writing, numeracy, oral communication, thinking, problem solving, working with others and computer use are all connected to 170 different occupations. Students can look up a particular career/occupation and see how each of the skills fits in, or they can look up the skill and receive a list of all the occupations that would make use of that skill. For example, if problem solving is entered as a skill, it will list occupations such as mechanics, cosmetologists and carpenters. The program will then give examples of the types of problem solving that take place in each of these occupations. Students can then compare their skill levels with those that are needed on the job. Links to websites for further information are also provided. The Human Resources Development Canada website at http://www15.hrdc-drhc.gc.ca/english/es.asp will provide further information.
Suggested Use: Career Opportunities; Work Study; Teacher Reference

Excel Workshop for Teachers. 1st ed. (Print-Non-Fiction). Caughlin, Janet. Tom Snyder Productions (TSP), 2001. 196 p. ISBN 1-57809-991-9 ($29.95 U.S. coil-bound).

Similar to other titles by Tom Snyder Productions, this resource offers teachers an excellent overview of the basics as well as the advanced procedures of Excel. The information presented covers versions 2001, 2000, 98 and 97. Step-by-step lessons are used to illustrate topics such as formulas, functions, cells, IF statements and merging. The sample applications provide real-world examples of how teachers have made use of Excel in their classrooms. The student projects illustrate how the spreadsheet can be used to help them with research and analysis. An index is included.

The enclosed CD-ROM includes additional activities and templates.
Suggested Use: Computerized Accounting; Teacher Reference
Other Use: Information Processing

Financial Accounting Principles. 10th Canadian ed. (Print-Non-Fiction). Larson, Kermit D., Jensen, Tilly and Carroll, Ray. McGraw-Hill Ryerson Limited (MHR), 2002. 1071 p. ISBN 0-07-088992-9 ($96.95 hdc.).

(CAN) This book combines the first two volumes of *Fundamental Accounting Principles* (see the following annotation). Several changes are evident in this 10th edition of *Financial Accounting Principles* that have resulted in a book that places a greater emphasis on the basics of accounting than the former edition did. Distractions in the layout have been eliminated and the end-of-chapter material has been improved. Although aimed at a Post-secondary Level accounting class, this resource is an excellent choice as a teacher reference for the high school. The general nature of the content, the user friendly layout and the suggested activities can be an idea generator for teachers. An index is included.
Suggested Use: General; Teacher Reference

Fundamental Accounting Principles. 10th Canadian ed. (Print-Non-Fiction). Larson, Kermit D. and Jensen, Tilly. McGraw-Hill Ryerson Limited (MHR), 2002. Order numbers follow.

Volume 1
ISBN 0-07-091572-5 ($64.95 pbk.)
Volume 2
ISBN 0-07-088987-2 ($64.95 pbk.)
Volume 3
ISBN 0-07-088990-2 ($57.95 pbk.)

(CAN) The first two volumes of this resource are contained in *Financial Accounting Principles* (see the previous annotation). By listing each of the three volumes separately, teachers have the option of purchasing only the resource that they will need. Volume 1 and 2 present an advanced introduction to accounting while Volume 3 of this set discusses management accounting. An index is included in each volume.
Suggested Uses: General, Teacher Reference

Guide for New Workers (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE spiral-bound).

(SK) Published by Saskatchewan Labour and distributed to all high schools in 2001, this resource offers very practical information for students in practical and applied arts courses. Some of the topics covered include applying for a job, employment equity, exploring careers, interviews, pay, rights and responsibilities, safety on the job, and unions. As part of the *Ready for Work Series*, this book focuses on helping new workers make a successful transition to work.
Suggested Use: Career Opportunities; Work Study
Other Use: All PAA Curricula

Guide for New Workers: Counsellor/Classroom Edition (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2002. 142 p. No order number is required. ($FREE pbk.).

(SK) Based upon the *Guide for New Workers* student handbook, this resource provides teachers with excellent suggestions on how to create an awareness of work realities. New sections that do not exist in the student handbook have been added. These include topics on bullying, relevant websites, legislation and support services. The format allows for photocopying in whole or in part for instructional use.
Suggested Use: Career Opportunities; Work Study; Teacher Reference
Other Use: All PAA Curricula

Heatherdale Golf Centre Ltd.: An Accounting Simulation (Kit). Zwicker, Carol. Blue Sky Publishing (BSK), 1999. ISBN 1-896421-03-2 ($32.90 kit).

(CAN) Created for students in a senior accounting class, this accounting simulation is designed as a representation of a real-life situation. Documents similar to those used in business, such as cheque stubs, deposit slips, sales invoices and purchase orders, are included. This is an excellent resource that will assist students in applying their knowledge in a real-life simulation. It should take approximately 15-to-20 hours to complete.
Suggested Use: Merchandising Firms

Learning Excel 2000 (Print-Non-Fiction). Fulton, Jennifer. DDC Publishing (MON), 2000. 382 p. ISBN 1-56243-705-4 ($49.95 pbk.).

Starting with the basics, this resource then proceeds to discuss key procedures, formulas, manipulating worksheets, integrating with the Internet, advanced functions and creating hyperlinks. Each area has several exercises that take students step-by-step through the skills that are needed.

The CD-ROM includes data files, Internet simulations and computer literacy exercises.

The American content will create some problems, such as the entering of zip codes rather than postal codes. An index is included.
Suggested Use: Computerized Accounting
Other Use: Information Processing

Learning Microsoft Excel 97 (Print-Non-Fiction). Vento, Cathy and Blanc, Iris. DDC Publishing (MON), 1998. 408 p. ISBN 1-56243-441-1 ($45.95 pbk.).

This is a useful resource for presenting basic to advanced features of Excel 97. The directions are easy to follow, and there are many good student exercises. Some of the areas covered include worksheets, formulas, functions, charts, analyzing data and macro basics. An index is included.

The CD-ROM includes a multimedia tutorial of an Internet browser, simulated websites hyperlinks and data files to reduce the amount of typing.
Suggested Use: Computerized Accounting; Teacher Reference
Other Use: Information Processing

Managerial Accounting: Concepts for Planning, Control, Decision Making. 5th Canadian ed. (Print-Non-Fiction). Garrison, Ray H., et al. McGraw-Hill Ryerson Limited (MHR), 2001. 938 p. ISBN 0-07-087111-6 ($102.95 hdc.).

(CAN) Meant for senior or Post-secondary Level students, this resource provides excellent information on the three main areas of managerial accounting. The three management functions of planning operations, controlling activities and making decisions are covered in detail. Cost terms, variable costing, profit planning, capital budgeting and pricing products are just a few of the topics discussed. Charts, tables, graphs, case studies and exercises are found throughout the resource. An index is included.
Suggested Uses: Management Accounting

Mountain Carpets Ltd.: An Accounting Simulation (Kit). Zwicker, Carol. Blue Sky Publishing (BSK), 2000. ISBN 1-896421-17-2 ($32.90 kit).

(CAN) Created for students in a senior accounting class, this accounting simulation is designed as a representation of a real-life situation. Documents similar to those used in business, such as cheque stubs, deposit slips, sales invoices and purchase orders, are included. This is an excellent resource for helping students to apply their knowledge in a real-life simulation. The kit can be easily adapted to computer application.
Suggested Use: Merchandising Firms

Principles of Accounting. 3rd ed. (Print-Non-Fiction). D'Amico, Vic, Palmer, Ted and D'Amico, Tom. Prentice Hall Inc. (PRN), 2002. 818 p. ISBN 0-13-034090-1 ($65.94 hdc.).

(CAN) The most recent edition of this standard Canadian resource places a greater emphasis on decision making and a systems approach to accounting procedures than the previous edition did. Balance sheets, journals, the accounting cycle, merchandising companies, financial analysis and payroll accounting are just a few of the areas covered. The book focuses on the computer as a principal accounting tool and makes references throughout the text to software packages such as Simply Accounting and QuickBooks. Case studies and career profiles are used to highlight each chapter. An index and a glossary are included.
Suggested Use: General

Ready for Work (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE kit).

(SK) Produced by Saskatchewan Labour, this comprehensive binder of excellent resources provides background information on virtually all areas of safety. The central concept in the package is that young people need more than a job to be ready for work. They need to know their rights and responsibilities, and they need to know about health and safety and fairness in the workplace. The entire *Ready for Work* program consists of up to 25 hours of interactive in-class materials. Some of the sections include occupational health and safety, hazardous materials, recognizing hazards, labour standards for young workers, and rights and responsibilities.

Saskatchewan Labour's websites at www.readyforwork.sk.ca and www.labour.gov.sk.ca will provide more information about other support material that goes with the package, including videos and a CD-ROM.

The entire *Ready for Work* binder is available through an STF workshop. Individual components can be requested through Saskatchewan Labour.
Suggested Use: Safety; Work Study
Other Use: All PAA Curricula

Ready for Work Series (Print-Non-Fiction). Please refer to the titles: *Guide for New Workers* and *Guide for New Workers: Counsellor/Classroom Edition.*

Red Dragon Karate Studio: An Accounting Simulation (Kit). Zwicker, Carol. Blue Sky Publishing (BSK), 1995. ISBN 1-896421-06-7 ($26.50 kit).

(CAN) This simulation provides everything a teacher will need to recreate the accounting practices for a small, newly launched unincorporated partnership. Cheque stubs, deposit slips, sales invoices, purchase invoices and monthly bank statements are included. A general and an accounts payable ledger are also provided.
Suggested Use: Service Firms

Step Into the World of Workplace Learning: A Collection of Authentic Workplace Materials (Print-Non-Fiction). Lewe, Glenda and MacLeod, Carol D. Nelson Thomson Learning (NEL), 2001. 303 p. ISBN 0-17-608571-8 ($39.95 binder).

(CAN) As the title indicates, this package is aimed at providing the classroom teacher with actual materials used in the workplace. Samples of newsletters, contracts, tables and graphs that are used in the workplace are provided so that students will be able to acquire and enhance workplace competencies. In addition to workplace competencies, students can also acquire knowledge of the occupations that use the documents, the essential skills that are needed in that job and a better idea of the norms of the world of work. The collection is not designed to be used directly by learners, but rather to help teachers develop learning activities. The occupations highlighted are real-world jobs that do not require university training.

This information is also accessible through a website at http://www15.hrdc-drhc.gc.ca/awm/default.asp.
Suggested Use: Career Opportunities; Work Study
Other Use: All PAA Curricula

Using Simply Accounting Version 8.0 for Windows: An Integrated Simulation (Print-Non-Fiction). Purbhoo, M. and Purbhoo, D. Addison-Wesley Longman, Inc. (PRN), 2001. 685 p. ISBN 0-201-71690-9 ($54.36 pbk.).

If students already have attained a basic skill level with Simply Accounting, this resource is an excellent addition to encourage further learning. Starting with the basics, the book takes students through virtually every element of the program in a step-by-step fashion. Information is provided on how to set up ledgers and journals for general accounts, payables and receivables. Payrolls, inventory, reconciling bank accounts and budgets are also covered. Each new skill is reinforced with practice and simulations, supported by data files on the enclosed CD-ROM. An index is included.
Suggested Use: Computerized Accounting

The World of Business: A Canadian Profile. 4th ed. (Print-Non-Fiction). Murphy, Terry G. and Wilson, Jack. Nelson Thomson Learning (NEL), 2001. 542 p. ISBN 0-17-620140-8 ($58.45 hdc.).

(CAN) This is an excellent resource that has been written specifically for high school students. Introductory information is provided that applies to several courses related to business, economics and finance. The layout is colourful, the case studies are interesting, and the activities will encourage further learning. The role of business, doing business in Canada and internationally, personal finance and becoming an entrepreneur are the main units of study. An index and a glossary are included.
Suggested Uses: General, Survey Course – Secondary Level
Other Uses: Entrepreneurship; Life Transitions 20 30

Currently Out of Print but Still Useful Resources

The title in this section is currently out of print, but may be found in many school libraries.

Helping Solve the Employment Puzzle: A Toolbox for Middle & Secondary Levels (Print-Non-Fiction). SIAST Woodland Campus (SIW), 1998. unp. No order number is required.

(SK) This resource is the result of a collaborative partnership involving Saskatchewan Learning, SIAST Woodland Campus and Saskatchewan Labour. The objective of the resource is to provide assistance for teachers to incorporate employability skills into their curricula. The 24 activities that are included with the resource are adaptable to either the Middle or Secondary Level curricula. Some of the topics examined through the activities include realistic job expectations, being an on-the-job coach, group decision making, conflict of interest in the workplace, telephone etiquette, fair employment and customer service. Each activity is clearly explained with objectives, resources and step-by-step directions.

Although this resource is not currently available for order, it was previously distributed to junior and senior high schools in the province.
Suggested use: Employability Skills; Survey Course – Middle Level; Survey Course – Secondary Level; Work Study Preparation
Other Use: Career and Work Exploration; Career Guidance: Middle Level; Electricity /Electronics; Energy and Mines; Forestry Studies; Horticulture; Machining; Mechanical/Automotive; Upholstery; Wildlife Management

A Short List of Recommended Titles

The titles listed below represent a starting point to support resource-based learning in accounting. Before choosing to purchase any resources, it is advisable to read the annotations in the bibliography and preview titles of interest to make selections that meet the needs of your particular school and community.

It is strongly recommended that teachers also access the Career and Work Exploration section of the Practical and Applied Arts Bibliography for other recommended titles in the area of careers and work study. This document can be viewed online at http://www.sasked.gov.sk.ca/curr_inst/iru/paabibs.html or http://www.sasked.gov.sk.ca/docs/paa.html.

These and other accounting resources can be ordered by using the distributor directory found at the end of this document. Prices quoted are subject to change, but will serve as a guide to approximate cost.

Accounting 1. 6th ed. (Print-Non-Fiction). Syme, George and Ireland, Tim. Prentice Hall Inc. (PRN), 2002. 792 p. ISBN 0-13-092332-X ($65.95 hdc.).

Accounting: The Basis for Business Decisions: Volumes 1 and 2. 8th Canadian ed. (Print-Non-Fiction). Meigs, Robert F., et al. McGraw-Hill Ryerson Limited (MHR), 1999. 1100 p. ISBN 0-07-560922-3 ($99.95 set).

Blueprint for Life/Work Designs. Rev. ed. (Print-Non-Fiction). Redekopp, Dave. National Life/Work Centre, The (NLW), 2000. unp. No order number is required. ($20.00 binder).

Century 21 Accounting. 7th ed. (Print-Non-Fiction). Ross, Kenton E., et al. South-Western Publishing Co. (NEL), 2000. 690 p. Multicolumn Journal - ISBN 0-538-67694-9 ($69.00 hdc.). Multicolumn Journal Introductory Course - ISBN 0-538-67695-7 ($55.00 hdc.).

Century 21 Accounting: Advanced. 7th ed. (Print-Non-Fiction). Ross, Kenton E., et al. South-Western Publishing Co. (NEL), 2000. 681 p. ISBN 0-538-67746-5 ($67.00 hdc.).

Employability Skills Toolkit for the Self-Managing Learner (Print-Non-Fiction). The Conference Board of Canada (MHR), 2000. ISBN 0-07-087847-1 ($79.95 binder).

Guide for New Workers (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE spiral-bound).

Mountain Carpets Ltd.: An Accounting Simulation (Kit). Zwicker, Carol. Blue Sky Publishing (BSK), 2000. ISBN 1-896421-17-2 ($32.90 kit).

Ready for Work (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE kit).

The World of Business: A Canadian Profile. 4th ed. (Print-Non-Fiction). Murphy, Terry G. and Wilson, Jack. Nelson Thomson Learning (NEL), 2001. 542 p. ISBN 0-17-620140-8 ($58.45 hdc.).

Index of Suggested Uses

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

Agricultural Accounting

Agribusiness: Decisions and Dollars

Banking

The Canadian Legal Guide for Small

Career Opportunities

Blueprint for Life/Work Designs
Essential Skills/Compétences Essentielles
Guide for New Workers
Guide for New Workers: Counsellor
Step Into the World of Workplace Learning

Computerized Accounting

The Excel Workshop for Teachers
Learning Excel 2000
Learning Microsoft Excel 97
Using Simply Accounting Version 8.0

General

Accounting 1
Accounting: The Basis for Business
Accounting: Volumes I-III
Accounting Principles: Volumes 1-3
Century 21 Accounting
Century 21 Accounting: Advanced
Financial Accounting Principles
Fundamental Accounting Principles
Principles of Accounting
The World of Business: A Canadian

Management Accounting

Managerial Accounting: Concepts

Merchandising Firms

Heatherdale Golf Centre Ltd.: An Accounting
Mountain Carpets Ltd.: An Accounting

Partnerships

The Canadian Legal Guide for Small

Safety

Ready for Work

Service Firms

Carita Dance Academy: An Accounting
Compu-Keys Computer School: An
Red Dragon Karate Studio: An Accounting

Survey Course - Middle Level

Helping Solve the Employment Puzzle

Survey Course - Secondary Level

Accounting 1
The Canadian Legal Guide for Small
Helping Solve the Employment Puzzle
The World of Business: A Canadian

Teacher Reference

Accounting: The Basis for Business
Accounting: Volumes I-III
Accounting Principles: Volumes 1-3
Blueprint for Life/Work Designs
Century 21 Accounting
Century 21 Accounting: Advanced
Essential Skills/Compétences Essentielles
Financial Accounting Principles
Fundamental Accounting Principles
Guide for New Workers: Counsellor
Learning Microsoft Excel 97

Work Study

Blueprint for Life/Work Designs
Employability Skills Toolkit
Essential Skills/Compétences Essentielles
Guide for New Workers
Guide for New Workers: Counsellor
Helping Solve the Employment Puzzle
Ready for Work
Step Into the World of Workplace Learning

Media Index

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

CD-ROM

Essential Skills/Compétences Essentielles

Kit

Carita Dance Academy: An Accounting
Compu-Keys Computer School: An
Heatherdale Golf Centre Ltd.: An Accounting
Mountain Carpets Ltd.: An Accounting
Ready for Work
Red Dragon Karate Studio: An Accounting

Print-Non-Fiction

Accounting 1
Accounting: The Basis for Business
Accounting: Volumes I-III
Accounting Principles: Volumes 1-3
Agribusiness: Decisions and Dollars
Blueprint for Life/Work Designs
The Canadian Legal Guide for Small
Century 21 Accounting
Century 21 Accounting: Advanced
Employability Skills Toolkit
Excel Workshop for Teachers
Financial Accounting Principles
Fundamental Accounting Principles
Helping Solve the Employment Puzzle
Guide for New Workers
Guide for New Workers: Counsellor
Learning Excel 2000
Learning Microsoft Excel 97
Managerial Accounting: Concepts
Principles of Accounting
Step Into the World of Workplace Learning
Using Simply Accounting Version 8.0
The World of Business: A Canadian Profile

Distributor Directory

BSK Blue Sky Publishing
10714 63rd St
EDMONTON AB T6A 2N1
(780) 468-5516
Fax: (780) 466-3665
E-mail: czwicker@blueskypublishing.com
NETSITE: http://www.blueskypublishing.com

LRDC Saskatchewan Learning Resources Distribution Centre (formerly Book Bureau)
1500 4th Ave
REGINA SK S4P 3V7
(306) 787-5987
Fax: (306) 787-9747
Toll-Free Fax: (800) 668-9747
E-mail: leanne.miles@sasked.gov.sk.ca
NETSITE: http://lrdc.sasked.gov.sk.ca/

MHR McGraw-Hill Ryerson Limited
300 Water St
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(800) 565-5758
(905) 430-5000
Fax: (800) 463-5885
NETSITE: http://www.mcgrawhill.ca

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5000 Dufferin St
DOWNSVIEW ON M3H 5T5
(800) 404-7404
(416) 663-8231
Fax: (416) 736-1702
E-mail: monarchbooks@sympatico.ca

NAD National Adult Literacy Database Inc.
Scovil House
703 Brunswick St
FREDERICTON NB E3B 1H8
(800) 720-6253
(506) 457-6900
Fax: (506) 457-6910
E-mail: info@nald.ca
NETSITE: http://www.nald.ca

NEL Nelson Thomson Learning
1120 Birchmount Rd
SCARBOROUGH ON M1K 5G4
(800) 268-2222
(416) 752-9448
Fax: (800) 430-4445
E-mail: inquire@nelson.com
NETSITE: http://www.nelson.com

NLW National Life/Work Centre, The
488 Centrale St
MEMRAMCOOK NB E4K 3S6
(888) 533-5683
Fax: (506) 758-0353
E-mail: lifework@nbnet.nb.ca
NETSITE: http://www.lifework.ca/

PRN Pearson Education Canada
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195 Harry Walker Parkway
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(416) 447-5101
Fax: (800) 563-9196
E-mail: webinfo.pubcanada@pearsoned.com
NETSITE: http://www.pearsoned.ca/

SAL Saskatchewan Labour, Labour Standards Branch
1870 Albert St 4th Fl
REGINA SK S4P 3V7
(306) 787-3151
(877) 419-3510
Fax: (306) 787-0036
E-mail: webmaster@lab.gov.sk.ca
NETSITE: http://www.labour.gov.sk.ca/

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NETSITE: http://www.teachtsp.com

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